



AGENDA BILL APPROVAL FORM

Agenda Subject: Ordinance 6294 to Amend City Code Section 3.04.600		Date: February 3, 2010
Department: Finance	Attachments: Ordinance 6294	Budget Impact:
Administrative Recommendation: City Council introduce and adopt Ordinance No. 6294.		
Background Summary: The Finance Department is adding an additional front counter receipting station in the Utilities area to better serve the citizenry. The new counter station necessitates the creation of an additional cash drawer. In addition to this change, the current cash drawer amount of \$200.00 has required frequent trips by staff to the bank, in order to maintain the proper amount of change. Ordinance No. 6294 will increase each cash drawer amount to \$300.00. In addition, the City Clerk's cash drawer change fund is currently \$100.00, with the numerous records requests, passports, and animal licensing that the City Clerks process there is frequently insufficient funds to provide the citizenry with appropriate change. Therefore Finance recommends increasing the City Clerk's cash drawer change fund from \$100.00 to \$200.00 to limit trips to the bank for change. F4.11		
Reviewed by Council & Committees: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Arts Commission <input type="checkbox"/> Airport <input type="checkbox"/> Hearing Examiner <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> Park Board <input type="checkbox"/> Planning Comm. </div> <div style="width: 45%;"> COUNCIL COMMITTEES: <input checked="" type="checkbox"/> Finance <input checked="" type="checkbox"/> Municipal Serv. <input type="checkbox"/> Planning & CD <input type="checkbox"/> Public Works <input type="checkbox"/> Other Museum Board </div> </div>		Reviewed by Departments & Divisions: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Building <input type="checkbox"/> Cemetery <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> Legal <input type="checkbox"/> Public Works <input type="checkbox"/> Information Services </div> <div style="width: 45%;"> <input type="checkbox"/> M&O <input type="checkbox"/> Mayor <input type="checkbox"/> Parks <input type="checkbox"/> Planning <input type="checkbox"/> Police <input type="checkbox"/> Human Resources </div> </div>
Action: Committee Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Council Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Call for Public Hearing ____/____/____ Referred to _____ Until ____/____/____ Tabled _____ Until ____/____/____		
Councilmember: Backus		Staff: Coleman
Meeting Date: February 8, 2010		Item Number: VIII.A.2

ORDINANCE NO. 6 2 9 4

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON AMENDING SECTIONS 3.04.600 OF
THE AUBURN CITY CODE RELATING TO FUNDS

WHEREAS, the City of Auburn is responsible for maintaining its fund, line items and budget elements in conformity with state law; and

WHEREAS, in order to properly account for funds, particularly those that involve making change in payments for city services, the City has developed certain identified change funds; and

WHEREAS, in order to better accommodate the needs of the City to provide these services to its citizenry, and to update the change funds needs, it is appropriate to amend the City Code accordingly.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to City Code. Section 3.04.600 of the Auburn

City Code is amended to read as follows:

3.04.600 Change funds created.

The finance director is herewith authorized to establish the following change funds throughout the city. Change funds will be used for the purpose of making change from cash for patrons of the city.

Department	Location	Amount
Finance	25 W. Main St.	\$ 400.00 <u>1,200.00</u>
Parks – Recreation	910 9th St.	\$ 700.00
Parks – Senior center	808 9th St.	\$ 100.00
Municipal court	340 E. Main St.	\$ 200.00

Cemetery	2020 Mtn. View Rd.	\$ 100.00
Building	25 W. Main St.	\$ 200.00
Detention facility	25 W. Main St.	\$ 200.00
City clerk	25 W. Main St.	\$ 400.00 <u>200.00</u>
Police	340 E. Main St.	\$ 200.00
Golf Course Pro Shop	29630 Green River Rd NE	\$ <u>800.00</u>
Total		\$2,375.00 <u>3,900.00</u>

(Ord. 6250 § 1, 2009; Ord. 6079 § 1, 2007, Ord. 5907 § 1, 2005; Ord. 5895 § 1, 2005; Ord. 5804 § 1, 2003; Ord. 5742 § 1, 2003.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 3. **Effective Date.** This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____


APPROVED: _____

PETER B. LEWIS
MAYOR

ATTEST:

Danielle E. Daskam
City Clerk

APPROVED AS TO FORM:



Daniel Heid
City Attorney

PUBLISHED:
